

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - ATASCADERO  
PERSONNEL OFFICE**

<b>JOB CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (Return to Work Coordinator)</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under general supervision of the Staff Services Manager I, the incumbent is responsible for an assigned Return-To-Work (RTW) COVID program evaluation, planning, and management of Workers' Compensation COVID claims and Senate Bill (SB) 1159 reporting. The incumbent is also responsible to implement the return to work and limited duty program; provide consultative services to DSH management and stakeholders; conduct data collection, analysis, evaluation, reports, and provide recommendations to reduce workers' compensation COVID claims, inventory, costs, improve efficiency, and effectiveness of claims management and other duties as necessary.

45%      **Manage caseload of COVID related injuries/illnesses and complex sensitive claims. Ensure timely reporting per SB 1159 requirements. Independently monitor and update industrial/non-industrial COVID illness files to ensure appropriate forms and documents are completed/processed timely, injured/ill employees receive prompt medical care and accurate benefits. Manage COVID claims inventory utilizing the Workers' Compensation Claims Management System (WCCMS) with documented plans of action. Responsible for ensuring accuracy of the CAL/OSHA Log.**

**Serves as the department's administrative liaison with the COVID injured/ill employee and hospital management regarding investigations and case review. Work in collaboration with State Compensation Insurance Fund (State Fund) stakeholders to monitor the status of claim, liability, medical treatment, legal status, and benefits. Consult with injured/ill employees, supervisors/managers regarding return-to-work options available for injured/ill employees. Independently interact with management and stakeholders to resolve/settle claims. Apply laws and rules set forth by the Labor Code, Government Code, Department of Industrial Relations, Division of Workers' Compensation, Department of Rehabilitation, Bargaining Unit contracts, and department policies/procedures.**

20%      **Review settlement authority requests and make settlement recommendations for all COVID related injuries/illnesses and complex sensitive claims including potential liability for hospital administrators to accept, modify or decline. This may include consulting with State Fund, Supervisors/Managers and DSH RTW**

**Coordinators, physicians, legal offices, Human Resources, etc., and analyze the information gathered to ensure criteria are met and all options considered for finalization when making recommendations to DSH executive management.**

20% **Coordinates Return to Work Program for all COVID related industrial illnesses, complex industrial injuries/illnesses and non-industrial injuries/illnesses; direct placement of all limited duty employees for COVID illnesses and non-industrial injuries/illnesses; process limited duty extension requests, review medical documentation; etc.**

**Coordinate and process COVID Industrial Disability Leave (IDL) and complex claims requiring Enhanced Industrial Disability Leave (EIDL); prepare written recommendation for the DSH Executive Director/Designee and notify the injured employee of the EIDL determination and appeal rights (when appropriate); provide SCIF benefit and payment authorization for employee compensation to the Transactions staff in the DSH Personnel Department.**

10% **Develop management reports using internal data bases for all COVID related injuries/illnesses, State Fund information, and other external data system/research resources to improve communication, education, and analysis of existing and future workers' compensation program issues, expenditures, risks, and employee safety trends to identify opportunities to improve DSH claims administration and cost reduction opportunities.**

**Perform duties which include a focus on COVID-19 research projects, issue papers, and develop ad-hoc reports using a variety of data sources on an ongoing basis. Maintain accurate, well-organized records within mandated record retention requirements; analyze, interpret, and apply applicable government codes, laws, and regulations, bargaining contract Memorandums of Understanding (MOU), court and State Personnel Board decisions, and policies and guidelines that apply to or impact the development, maintenance, and enhancement of the DSH Workers' Compensation Program.**

5% **Attend quarterly Return-to-Work Coordinator Roundtable meetings and workers' compensation forums and trainings. Have a willingness to travel (approximately 5%). Other duties as assigned, consistent with the classification.**

**Provide training to staff, supervisors and managers on Return to Work and Worker's Compensation.**

**2. SUPERVISION RECEIVED**

Staff Services Manager I (Return to Work Manager)

**3. SUPERVISION EXERCISED**

N/A

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; governmental functions and organization; and methods and techniques of effective conference leadership.

**ABILITY TO:**

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as team or conference leader; and appear before legislative and other committees.

**5. REQUIRED COMPETENCIES**

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

**CPR**

N/A

**MANAGEMENT OF ASSAULTIVE BEHAVIOR**

N/A

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES**

- Implement provisions of new laws regulations Workers Compensation in California.
- Work with SCIF to identify treatment providers in the community.
- Annually update Administrative Directives providing policy on return-to-work, limited duty, and drug testing issues.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Maintenance of Workers' Compensation Claims Management System (WCCMS)
- Participate in case conferences, providing technical information on Workers Compensation issues.

**6. LICENSE OR CERTIFICATION**  
**NOT APPLICABLE**

**7. TRAINING** - Training Category = 10  
The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS (FLSA)**  
The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee's Signature	_____ Print Name	_____ Date
_____ Supervisor's Signature	_____ Print Name	_____ Date
_____ Reviewing Officer's Signature	_____ Print Name	_____ Date